



THE GEORGIA ARCHIVES

KAREN HANDEL, SECRETARY OF STATE

DAVID W. CARMICHEAL, DIRECTOR

Records and Information Management Services

State Agency Specific Schedules For Community Service Board

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Client Medical Records, Alcohol and Drug Abuse Client/Outpatient Case Files		For adults: retain 10 years from date of discharge; for minors: retain until the 27th birthday		Temporary - Short Term		0012-001
Client Medical Records, Developmental Disabilities Client/Outpatient Case Files		For adults: 6 years from date of discharge; for minors: retain until 23rd birthday		Temporary - Short Term		0012-003

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Client Medical Records, Mental Health/Psychiatric Client/Outpatient and Inpatient Case Files		For adults: 10 years from date of discharge; for minors: retain until the 27th birthday		Temporary - Short Term		0012-002